
Policy: Leaves of Absence Policy
Policy No: 4.13
Approved: Board of Trustees: March 2006

LEAVES OF ABSENCE

1. *Jury Duty*

Jury duty for Administrative staff shall be administered in a manner consistent with the provisions of the Agreement between Sullivan County Community College and the Professional Staff Association (see section 2104 of the PSA CBA and Article X of the Teamsters CBA.)

2. *Military Leave of Absence*

Military leave for Management/Confidential professional staff members shall be administered in a manner consistent with the provisions of the Agreement between Sullivan County Community College and the Professional Staff Association (see section 2108 of the PSA CBA), Article XVII of the Teamsters CBA, the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and the Policies of the Board of Trustees.

3. *Family Leave*

Family and Medical Leave Act of 1993 requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous twelve (12) months, and if there are at least 50 employees within 75 miles. Sullivan County Community College complies with the conditions of the FMLA. For more information contact the Human Resources Office. See also section 2106 of the PSA CBA and Article XIV of the Teamsters CBA.

4. *Sabbatical Leave*

Sabbatical leave for faculty and staff members shall be administered in a manner consistent with the provisions of the Agreement between Sullivan County Community College and the Professional Staff Association (see Article 21 of the PSA CBA) and the Policies of the Board of Trustees.

5. *Leave Without Pay*

Leave without pay for faculty and staff members shall be administered in a manner consistent with the provisions of the Agreement between Sullivan County Community College and the Professional Staff Association (see section 2121 of the PSA CBA), Article XVIII of the Teamsters CBA and the Policies of the Board of Trustees.

6. *Limitation on Leave*

Limitation on leave for faculty and staff members shall be administered in a manner consistent with the provisions of the Agreement between Sullivan County Community College and the Professional Staff Association (see section 2151 of the PSA CBA) and the Policies of the Board of Trustees.